

Application for a Residency Permit Application
List of documents required

1. **Application Form Nr. 8**
2. Letter of Request - the document should include personal information (Full name, DOB, POB), purpose of the stay in Albania, temporary home address and contact information in Albania. (produced in Albania)
 - ❖ Mirela Cupi will help with the temporary home address and contact info in Albania and prepare the Albanian version for fellows as well.
 - ❖ **There is a special form now available, called Request for Residence Permit. (see attached)**
3. Notarized photocopy of the passport - first page, entry visa page and page with the date stamp indicating entry to the Republic of Albania. (The original copy should also be presented and is returned to the applicant on the spot.) (produced in Albania) **(During the past year a simple photocopy was accepted)**
 - ❖ This can be done when in Albania.
 - ❖ Entry visa is a stamp on the passport received at the airport at no cost **(the airport entry fee is no longer applicable)**
4. Police report from the State of Permanent Residence indicating that there is no legal action pending against the applicant
 - ❖ This document may also be received at the Consular Section in Tirana. (produced in Albania)
 - ❖ Translation of the documents and notarization can be taken care of in Albania
 - ❖ **There is no need for the Fellows to receive a Police report from the State of Permanent Residence. The Border Police will recognize only the Affidavit of Residency Permit issued by the Consular Section at the US Embassy.**

Any interested US Citizen should send all personal information via e-mail to the Consular Section and schedule an appointment. (More information is provided in the document Information for Travelers.)
5. Albanian copy of the house lease contract (produced in Albania)
 - ❖ This document will be produced in Albania after one signs the agreement with the house owner.
6. Marriage certificate and birth certificates (of the children) with the Apostle stamp or translated into Albanian, notarized at the Albanian Embassy in Washington DC or at the Consular Directorate at the Ministry of Foreign Affairs in Tirana, Albania.
 - ❖ Translation of the documents and notarization can be taken care of in Albania
7. Document from the City Court (city residing in Albania) that there is no record of another marriage of the applicant (require when the spouse is applying). (produced in Albania)
 - i. **Border Police accepted a support letter from the Embassy for the spouse and child of Fulbright Scholar Gregory Byrd.**
8. Photo 3.5cm x 4.5cm - two for each family member/dependent
9. Support letter from the host institution/employer - Public Affairs Office - indicating purpose of visit, activity plan, kind of involvement in this activity and the justification why it is important. The Public Affairs Office produces this document in both languages, signed by the PAO. (produced in Albania)
 - i. **Host institutions are also issuing a letter of support in Albanian.**

Dependents: are now applying at the same time with the principal candidate and paying the same fee

- ❖ They need to present a certificate/proof that no divorce case is filed for them.
- ❖ Are eligible for a visa extension
 - i. Letter of Request for visa extension (in Albanian)
 - ii. Notarized copy of the passport
 - iii. Cost - 3.600 lek
 - iv. Received in two days

Cost:

- ❖ Three month period - 3.600 lek
- ❖ Six month period - 7.200 lek
- ❖ One year period - 24.000 lek

Duration of procedure: four to six weeks

Permit valid start date: date of issue

Requirements:

- ❖ The applicant must submit the documents in person
- ❖ The applicant must pick up the document in person
- ❖ The Letter of Request must be in Albanian
- ❖ All documents must be translated in Albanian and notarized **(this does not seem to be a requirements any more but may change)**